

**PROPOSED CHANGES TO BYLAWS – For Discussion**

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**Stittsville Public School Council Constitution & Bylaws**

Last amended April 2007, Current Version #7 revised February 2016

**ARTICLE I – NAME**

1. The organization shall be called the Stittsville Public School Council, hereinafter referred to as the Council.

**ARTICLE II – PURPOSE**

1. The objectives of the Council are:
  - to develop a strong relationship between home, school and the wider community served by the school
  - to enhance educational opportunities for all students, and to help each student to develop to his or her full potential;
  - to seek the views and opinions of the school's community on the operation of the school and the programs and services provided;
  - to provide advice to the principal and, as appropriate, to the Ottawa-Carleton District School Board and/or its senior staff, on the development and implementation of policies, programs and services affecting the school;
  - to be an effective voice for promoting the interests of the school and students, and to actively support the school in meeting the educational, social and recreational needs of the students.
  - to reflect the diversity of the community or communities served by the school. In defining the school community, considerations may include geography and/or school boundaries; language; and cultural, ethno cultural, economic, business, demographic and socioeconomic considerations

**ARTICLE III – AFFILIATIONS**

1. The Council may seek affiliation with other organizations that have similar purposes.
2. Affiliations with other organizations, including the Ottawa-Carleton Assembly of School Councils, or any subsequent changes in such affiliation, shall require a majority of votes cast by the elected or appointed members present and voting at a meeting for which proper notice has been given to the membership.

**ARTICLE IV – COMPOSITION AND OPERATION**

1. The Council shall be composed of:
  - no fewer than five parents/ guardians of students enrolled or registered in the school and elected by parents/guardians. These representatives shall hold one or more of the following positions:

1. Chairperson or Co-Chairs
  2. Vice-Chairperson
  3. Secretary
  4. Treasurer
  5. Fundraising Coordinator
  6. Food Program Coordinator
  7. Volunteer Coordinator
  8. Communications Coordinator
  9. Web Administrator
  10. Safe and Caring School Committee Representative
  11. OCASC Representative
  12. Principal, and/or the Vice- principal (or delegate)
  13. Members at Large
    - parents
    - one teacher (other than the principal or vice-principal), elected by the members of the teaching staff
    - one administrative/ support staff member (other than the principal or vice-principal), elected by the administrative/support staff
    - a community representative appointed by the Council
2. The Chair of the Council must be a parent/guardian. The election and/or appointment of officers shall take place at the first meeting of the Council, which shall take place within thirty days of the start of school in September. Members shall remain in office until their successors are elected or appointed.
  3. The Treasurer must be a parent / guardian and accountant with a professional designation, either a Chartered Professional Accountant, Chartered Accountant, Certified General Accountant or Certified Management Accountant. If this is not possible, the Treasurer must have a minimum of 5 years demonstrable bookkeeping experience.
  4. All other officer positions are to be held by any parent/guardian elected to the Council.
  5. Employees of the Ottawa-Carleton District School Board may run for a position as a parent/guardian representative on the Council, with the understanding that their role on the Council entitles them to express their views as any other parent, provided the parent is not employed at their child's school.
  6. Trustees may attend Council meetings as observers but not as voting members.
  7. All members of the Council who are not staff members should be Ottawa Carleton District School Board ratepayers. The community representative appointed to the Council shall preferably be an Ottawa-Carleton District School Board ratepayer who is currently neither a parent of students attending the school nor member of the Board staff.
  8. A majority (more than 50%) of the voting members PRESENT shall be necessary to form a quorum.

#### **ARTICLE V – DUTIES OF OFFICERS AND MEMBERS**

1. The Chair or Co-Chairs (voting member):

- call Council meetings
  - prepare the agenda for Council meetings with input from the Council
  - chair Council meetings
  - ensure that the minutes of Council meetings are recorded and maintained
  - participate in information and training programs
  - communicate with the school principal
  - ensure that there is regular communication with the school community
  - consult with senior Board staff and Trustees as required
  - has signing authority
  - participate as ex-officio member of all committees established
2. Vice-chair (voting member):
- preside at meetings of the Council in the absence of the Chair/Co-chairs
  - assist the Chair/Co-chairs in their roles and responsibilities as may be delegated from time to time
  - act as a liaison between Council and its committees
  - has signing authority
  - participate as ex-officio member of all committees established
3. Secretary (voting member):
- maintain a full and accurate account of all Council meetings
  - ensure that adequate notice is given for meetings including the agenda.
  - prepare correspondence as required
  - ensure the safe keeping of Council records
  - provide for inspection the minute book and records of the Council to any member of Council or members of the school community, on request
  - record attendance
  - has signing authority
  - participate as ex-officio member of all committees established
4. Treasurer (voting member):
- take charge of the finances of the Council, ensure the safe keeping of the Council finances and provide an annual accounting thereof and as may be required from time to time as required by law
  - provide an annual proposed budget and an annual financial report to the Council
  - be responsible for the completion and submission of all necessary paperwork for taxation purposes
  - be responsible for all purchase orders, ensure goods are accounted and paid for and a record of all such transactions is maintained
  - perform such other related duties as may be assigned by the Chair/Co-chairs of Council from time to time
  - has signing authority.
  - participate as ex-officio member of all committees established
5. Fundraising Coordinator (voting member):
- oversee all fundraising initiatives
  - ensure fundraising events follow the criteria set out in the SPSC fundraising policy
  - keep track of all fundraising results, making recommendations for change as necessary

- provide fundraising result details at the Council meetings or when requested
6. Food Program Coordinator (voting member):
    - oversee the food program
    - propose options and vendors to Council and establishes schedule
    - ensure financial viability of program
    - work with volunteer coordinator to make sure there are enough volunteers
    - use the online software to manage orders
    - work with the treasurer on outstanding payments
    - respond to parent questions on the food program
    - report to Council at monthly meetings
  7. Volunteer Coordinator (voting member):
    - Manage the online volunteer system
    - Recruit volunteers through the local high schools, etc.
    - Communicate with volunteers as needed
  8. Communications Coordinator (voting member):
    - write and distribute a monthly newsletter regarding Council activities
    - keep the Council display board in the school lobby up to date with meeting agendas and minutes, fundraising event information, etc.
    - support the Fundraising Coordinator to promote fundraising campaigns as needed
    - work with Web Administrator to send out promotional text via Council website and email distribution list as necessary
  9. Web Administrator (voting member):
    - work with Communications Coordinator to maintain Council website up-to-date and send out promotional text via Council website and email distribution list as necessary
    - keep Council email distribution list up-to-date with parent emails
    - set-up and transfer Council email addresses
    - maintain school online food program ordering system
  10. Safe and Caring School Committee Representative (voting member):
    - attend and participate in the meetings and other activities of the school's Safe and Caring School Committee
    - provide input and feedback on the school's annual Safe and Caring School Plan
    - support and assist with initiatives and activities implemented under the annual Safe and Caring School Plan
    - report to and consult with the Council at monthly meetings
  11. OCASC Representative (voting member):
    - attend and participate in the meetings and other activities of the Ottawa Carleton Assembly of School Councils
    - report to and consults with the Council, and casts the vote of the Council at Assembly meetings

- distribute promotional materials through other venues as appropriate (e.g. Facebook page, local newspaper, school email list, posters, etc.)

12. The Principal and/or Vice–principal (or delegate) (non-voting member):

- is responsible for ensuring a school Council is in place
- is responsible for developing a school profile in consultation with the school Council
- support and promotes the Council’s activities and operations
- seek input from the Council
- act as a resource on laws, regulations and Board policies
- obtain and provides information, including the budgets for the school and for school generated funds, required by the Council to enable it to make informed decisions
- communicate with the Chair/Co-chairs of the Council and with staff members, as required
- ensure that copies of the minutes of the Council’s meetings are kept at school for a minimum of 4 years
- assist the Council in communicating with the school community
- encourage the participation of parents from all groups and of other people within the school community, in the life of the school and the activities of the Council

13. Members at Large (voting members):

- participate in Council meetings
- participate in information and training programs
- participate in the initiation and implementation of proposed fund raising activities
- act as a link between the Council, the staff and the community
- encourage the participation of parents from all groups and of other people within the school community.
- take into consideration the whole school community when discussing matters, making decisions by consensus as well as voting

#### **ARTICLE VI – TERMS OF OFFICE**

1. The term of office for elected and appointed Council members shall be from the date of election until the next Annual General meeting unless they resign or are removed from office by a successful vote of the Council Members in attendance at a meeting (more yeas than nays). Written notice of a motion to remove a member of Council from office must be given to the member in question. If a Council member misses three meetings, it will be understood that the member will be removed from Council.

2. The Council will be responsible for the proper conduct of its members, including a requirement for attendance at meetings. Absence of any elected/appointed Council member for three consecutive regular meetings, without due cause, shall constitute a vacancy. The Council may fill any such vacancies by appointment.

#### **ARTICLE VII – ELECTIONS**

1. Election of parental representation on the Council will take place on the first Council meeting in September which will be called the Annual General Meeting. This will be held within 30 days of the start of school. Election of Academic Staff and Administrative and Support Staff Representatives will take

place within 30 days of the school year at a fall staff meeting conducted by the Principal. A Community Representative will be appointed by the elected Council after the Annual General Meeting.

2. Vacancies which may occur on Council that reduce the Council to less than nine voting members will be filled by appointment as agreed by a majority of Council members present at the meeting which the appointment(s) is/are occurring. The Council will make all such appointments as expeditiously as possible. A Council consisting of fewer than nine members shall be allowed to function provided a reasonable attempt has been made to fill all positions, and that parent/guardians still hold the majority of seats. An attempt to fill any vacant positions should be ongoing.

3. Notice of Elections shall be announced at least two weeks in advance of the Annual General Meeting.

4. The voting will be counted by two volunteers who are appointed by Council and are not running for election. In the event of a tie, the Chair of the Annual General Meeting (or Principal) will decide on the successful candidate via a coin toss.

5. The successful candidates will be announced by the Chairperson (or Principal) at the Annual General Meeting.

#### **ARTICLE VIII – MEETINGS & VOTING PROCEDURES**

1. There shall be one Annual General Meeting open to all members of the school's community, to be held in conjunction with the elections for those positions on the Council held by parents/guardians.

2. Regular meetings of the Council (a minimum of four per year) shall be held at the school. Notice of Council meetings will be posted on the school's notice boards, and be circulated to parents/guardians in the school's newsletter.

3. Special meetings of the Council may be held at the call of the Chair/Co-chairs, on the request of one-half of the members to the Secretary.

4. A quorum is established when a majority (more than 50%) of the voting members are PRESENT.

5. All members of the Council have equal privileges and voting rights (except for the Principal, Vice-principal or delegate who are non-voting members), including the Chair/ Co-chairs, who may vote with the other members. Only the elected or appointed Council members have voting privileges at regular meetings.

6. Regular meetings of the Council shall be open to the general public, and no such member may be excluded from the meeting except for disruptive behaviour.

7. In situations where there may be a conflict of interest, a member who is considered in conflict should declare that position and abstain from participating and voting on that issue.

8. All motions brought forward must be seconded by another member at the meeting. Voting will then take place to determine if the motion will be approved or not. All motions will be acknowledged by a vote of yes, no or abstention. If more yes votes than no votes occur then the motion will pass, in the

event there is a tie the vote will not pass. Any voting member will have the right to request a second vote.

9. For motions involving monetary disbursements of at least \$1000, a second vote at the next meeting will be required for that motion to pass. One and only one vote for recurring allocations will be required. These allocations will include but not be limited to; landscaping, liability insurance, parent resource library, grade 5 farewell, teacher allocations, Fun Fair. Needs assessment will not be considered a standing motion because of the size and scope of the spending.

#### **ARTICLE IX – FINANCES**

1. The Council operates as a charitable organization and as such will issue tax receipts to persons, individuals or companies, for donations of money, goods or services with no benefit or any kind to the donor.

1. The organization shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its objectives.
2. All members of any organizing/coordinating body who are fund raising for the school through the Council will be exempt from winning any prizes during such events.
3. Any officer (Chair/Co-Chair, Vice Chair, Secretary, and Treasurer) may spend up to \$100.00 of the Council's funds for any singular purpose. Any amount greater than \$100.00 but less than \$500.00 shall require the approval of the executive members (i.e. Chair or co-chair, Vice Chair, Treasurer, Secretary). A report of expenditures will be provided at the next Council meeting.
4. Cheques to disburse Council funds shall be signed by any two of the Treasurer, Secretary, Vice-chair, Chair/Co-chair, but excluding the recipient of said cheque.

#### **ARTICLE X – COMMITTEES**

1. The Council may establish permanent standing committees, ad-hoc or special purpose committees, as deemed necessary from time to time.
2. All committees must include a parent member from Council but may include others who are not members of the school Council.

#### **ARTICLE XI – AMENDMENTS**

1. This Constitution may be amended by approval of a motion by two-thirds majority of members of Council present and voting at a regular or special meeting, provided that at least two weeks notice is given for such a motion and details of the proposed amendments are circulated to all members with that notice.